



CODE OF ETHICS POLICY

Wilkes University holds the following principles to be essential to responsible, professional behavior for employees: honesty, trustworthiness, integrity and dignity, as well as respect and fairness in dealing with other people, a sense of responsibility toward others and loyalty toward the ethical principles promoted by the University through our mission, vision and values. It is important that these principles and the tradition of ethical behavior be consistently demonstrated and carefully maintained.

CODE OF ETHICS AND ITS EXPECTATIONS

Purpose

This listing is meant to be an example of the principles of our Code of Ethics policy. It is not meant to be all inclusive but to act as a guide in our behavior.

If you need additional guidance or have a situation that you are unsure about, please contact your supervisor or organization director for further discussion.

Employee(s):

For the purpose of this document, Employee(s) is defined as any faculty, staff or student who is employed by the University on a full-time, part-time, hourly or adjunct basis.

- Employees have the obligation to respect, and to be fair to colleagues, students and persons they supervise, and to foster their intellectual and professional growth.
- Employees must not engage in, nor permit, harassment and illegal discrimination.
- Employees must not abuse the authority they have been given and care must be taken to ensure that any personal relationships do not result in situations that might interfere with objective judgment.
- Employees are expected to conscientiously fulfill their obligations toward students, advisees, colleagues and performing their duties as part of the University community. Workplace and educational experiences must impart ethical standards of professional conduct through instruction and example.
- Employees are expected to understand and comply with laws and regulations related to their duties.
- Employees are responsible for adherence to University policies and procedures and comply with Local, State and Federal laws.

- Employees involved in the maintenance of private personnel and student data have the obligation to comply with all Local, State and Federal Regulations.
- Employees in a supervisory position are expected to see that those who report to them are informed about, understand and comply with regulations such as those for health and safety in the workplace and the University has the obligation to provide the opportunities necessary to assure awareness.
- Employees are expected to maintain and protect the privacy of the University's collected data and rights to intellectual property.
- Employees should not have any interest (financial or otherwise, direct or indirect) or engage in any business, transaction or professional activity that is in substantial conflict with the proper discharge of his/her duties in the University's interest.
- Employees are expected to spend funds provided for research / grants in ways consistent with the funding documents and in compliance with the guidelines on allowable costs.
- Employees in charge of budgets have an obligation to monitor records of expenditures for compliance with University policies and procedures and to allow these records to be viewed by appropriate parties. All Departmental files are the property of the University.
- Employees whose position is subject to licensing or regulation by an agency of state government are required to maintain the proper license in order to continue employment in their position.
- Employees should not use or attempt to use his/her official position to secure unwarranted privileges or advantages for him/herself or others.
- Employees should not act in their official capacity in any matter wherein they have a direct or indirect personal financial interest that might reasonably be expected to impair their objectivity or independence of judgment.
- Employees should not undertake any employment or service, whether compensated or not, that might reasonably be expected to impair his/her objectivity and independence of judgment in the exercise of official duties.
- Employees should not accept any gift, favor, service, or other item of value under circumstances from which it might be reasonably inferred that it was given or offered for the purpose of influencing him/her in the discharge of official duties.
- Employees should not use their position or employment or any information not generally available to members of the public for the purpose of securing financial gain for their self or others with whom they are associated.
- Employees who are full-time have a full-time responsibility and obligation to the University. A full-time employee of Wilkes University may engage in outside employment only if the outside employment does not constitute a conflict of interest, occur at a time when the employee is expected to perform his/her assigned duties or diminish the employee's efficiency in performing his/her primary work obligation.
- Employees, or by his/her partners, or through any corporation which he/she controls or in which he/she owns or controls more than 5% interest

- of stock or more than 5% interest in the capital of a partnership or other business entity—shall not knowingly undertake or execute any contract, agreement, sale or purchase with the University except when the contract, agreement, sale or purchase, is provided for by University Policies which includes competitive bidding.
- Employees shall not directly or indirectly use or seek to use his/her authority or the influence of his/her position to control or modify the political action of another person. Employees, during the hours of duty, shall not engage in political activity. Each employee retains the right to vote as he/she chooses and to express his/her opinions on political subjects and candidates.

COMPLIANCE WITH CODE OF ETHICS

Code of ethics policies will be incorporated into the faculty and staff handbooks as acknowledgement and commitment by all employees to standards and principles of the code.

REPORTING SUSPECTED VIOLATIONS OR CONCERNS

The University focuses its efforts on teaching the appropriate compliance standards and ethical conduct for employees. Employees have a duty to adhere to the standards set forth in the code, to recognize violations and to enforce the standards. Should any employee become aware of a violation of the code, they should immediately report such violation. Disciplinary actions for proven violations of the code, or for retaliation against anyone who reports possible violations, will be determined on a case-by-case basis and may include termination of employment.

An employee may report violations or concerns to their immediate supervisor or organization director. Should the employee wish to remain anonymous, they may also follow the **Confidential Reporting Policy** in bringing a violation to the University's attention.

A summary of all investigations related to violations of the Code will be reported to the Audit Committee as outlined in the **Confidential Reporting Policy**.